

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100069-1  
Classification

REPORTS INVENTORY					CONTROL NO. DDS/OF-063	
<b>PREPARE IN DUPLICATE</b>						
1. TITLE OF REPORT (if a fill-in report include Form No.) Manpower - Man Hours Expended					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
	LOGISTICS		SECURITY			
	MEDICAL		<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annually			6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Internal ICAD	
10. PREPARING COMPONENT (include lowest level contributing information to report) Individual - Branch Chief				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Weekly individual reports consolidated into monthly branch reports, consolidated into semi-Annually Prepared Division reports		
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-06	\$ 3.57	5		\$17.85	2	\$35.70
GS-14	11.00	3		33.00	2	66.00
						\$101.70
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
TOTAL COSTS PER YEAR						\$ 101.70
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> XXXXXXXXXXXXXXXXXXXX </div> <p>Report was for evaluation of auditors time utilization - no longer needed for administrative contract.</p>						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS	
					MAN-HOURS	DOLLARS
					16	\$101.70
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION

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